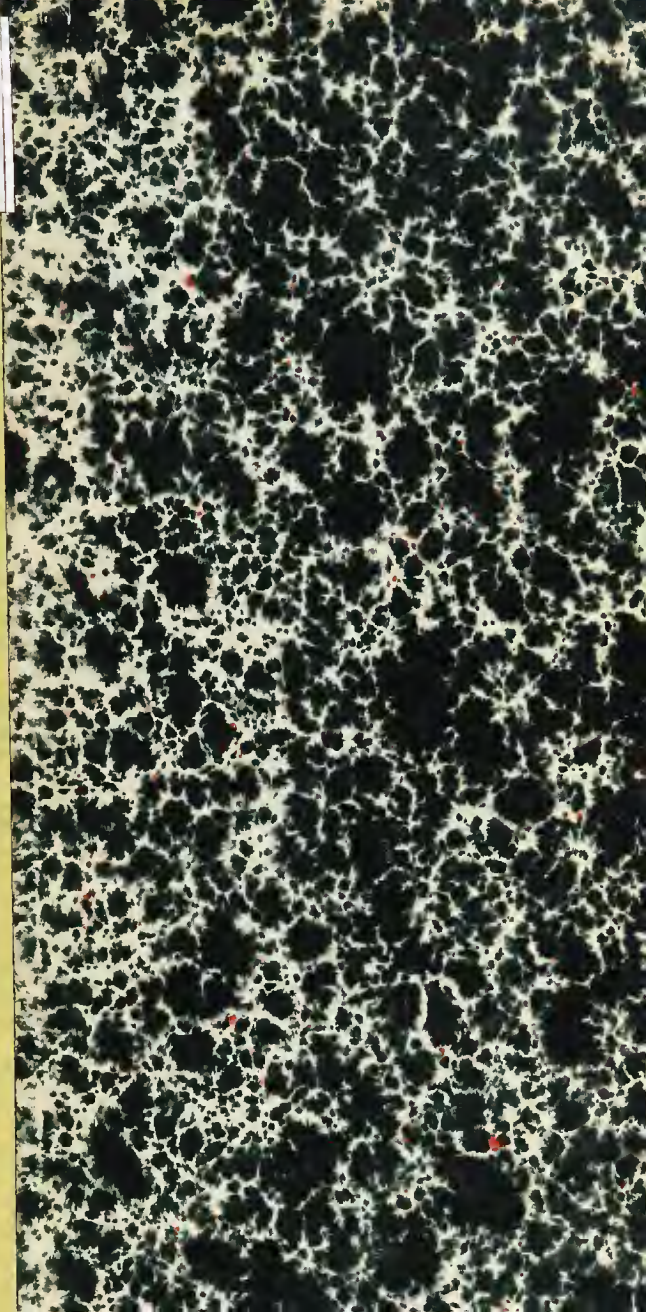


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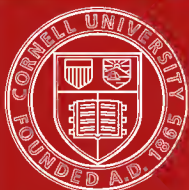
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REGULATIONS

FOR THE

OFFICERS TRAINING CORPS.

1912.

LONDON:

PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.

To be purchased, either directly or through any Bookseller, from
WYMAN AND SONS, LTD., FETTER LANE, E.C.; or
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REGULATIONS FOR THE OFFICERS TRAINING CORPS.

1912.

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O.T.C.

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I.—General Principles.

1. The primary object of the Officers Training Corps is to provide students at schools and universities with a standardized measure of elementary military training, with a view to their eventually applying for commissions in the Special Reserve of Officers, or the Territorial Force. It should, therefore, be understood that the aim of every university and school which provides a contingent for the Officers Training Corps must be to provide as many officers for the Special Reserve of Officers and the Territorial Force as possible. The degree to which this result is attained will be the main consideration in deciding whether the Officers Training Corps as a whole, or any individual contingent which forms part of it, are respectively giving to the State an adequate return for the expenditure incurred in their administration and training.

2. Gentlemen who, on being recommended for commissions in the Special Reserve of Officers or the Territorial Force, can produce certificates of proficiency obtained in the Officers Training Corps, will be exempted from a portion of the probationary training, or from certain examinations, required from other officers. By means of the facilities thus offered to men who wish to serve their country with the least possible interference with their civil career, it is hoped that the supply of officers may be increased, and that all arms and services may not only be complete in officers on mobilization, but also have a surplus in the junior commissioned ranks in order to make good the losses which will occur in war. The value of the above-mentioned certificates of proficiency lies in their being the guarantee of from two to four years' consecutive training of a nature calculated to produce good officers.

Recognition of
proficiency.

II.—Constitution.

3. The Officers Training Corps consists of contingents of those universities and schools whose offer has been accepted by the Army Council.

Conditions
of eligi-
bility to
join.

4. To be eligible for inclusion in the Officers Training Corps a university or school contingent must show an enrolled strength of not less than 30 cadets, and must have at least one commissioned officer per company. A university desiring to furnish a contingent for the Officers Training Corps must possess a committee of military education officially recognized by the university authorities, and certain officers of the contingent must be *ex-officio* members of this committee.

A university or school wishing to furnish a contingent should apply to the Army Council for permission to join the Officers Training Corps (for Application Form *see* Appendix I); but no contingent will be admitted unless it fulfils the above-mentioned qualifications, accepts the regulations herein laid down, and is in the opinion of the Army Council capable of efficiently carrying out the work prescribed. The Army Council may dispense with the membership of any university or school contingent, should they consider that its retention as a part of the Officers Training Corps is not desirable in view of the object with which that corps is established.

Schools in
receipt of
a Parlia-
mentary
grant.

5. Financial assistance will in no case be given to any school in receipt of a Parliamentary grant in respect of the military training of any boy who has not attained the age of 16 years. The term "financial assistance" includes the issue of arms and ammunition; but schools already in receipt of such assistance may retain their rifles and equipment, and continue to receive issues of ammunition.

III.—Control.

Control.

6. For purposes of organization and control the Officers Training Corps, except Irish contingents which are under the General Officer Commanding-in-Chief in Ireland, is directly under the War Office.

The training is under the direction of the Chief of the Imperial General Staff.

University and school authorities will retain their ordinary powers of supervision and discipline.

Relations
with local
military
units.

7. The relations between an Officers Training Corps contingent and a local unit of the Regular Forces, Special Reserve or Territorial Force, will be a matter for adjustment by their respective commanding officers, who will correspond direct. Inasmuch as the Officers Training Corps is intended to become the principal source from which officers for the Special Reserve and the Territorial Force will be drawn, it will be to the mutual advantage of each that their relations be as close as is consistent with the

fact that each unit draws its income through a different channel, and that no County Association can be called on to incur any expense in respect of the Officers Training Corps. It is intended that units of the Officers Training Corps should, when possible, obtain facilities from local units as regards technical instruction, the loan of material, and the use of rifle ranges and training grounds. If required, payment will be made out of the Officers Training Corps funds to the County Association concerned, for the hire or use of any property of the Association.

IV.—Organization.

8. The Officers Training Corps is organized in two divisions :— General organization.
- (i) Senior Division, composed of university contingents ;
 - (ii) Junior Division, composed of school contingents.

A university contingent may be made up of one or more units, according as one or more arms or departments of the service are represented. In cases where a university comprises practically autonomous colleges, situated at a distance from each other, a separate unit may be formed in each of the different colleges ; but each such unit will be a part of the university contingent. School contingents will comprise infantry or engineers only.

9. Each unit will be organized as a battalion, battery, squadron, Internal organization.
or field ambulance, or in companies (one or more), sections, or troops. As regards the details of internal organization, the general rules given below will be followed.

If it is desired to raise the establishments of units without adding to the number of companies, &c., or to increase the number of companies, &c., in a contingent, sanction must be obtained from the War Office.

(a) Cavalry :—

Establishment of units.

- (1) The strength of a troop will not exceed 30 cadets ;
- (2) Units with a total strength of from 31 to 60 cadets will be organized as two troops ;
- (3) Units with a strength of 61 to 90 cadets will be organized as a squadron of three troops ;
- (4) Units with a strength of from 91 to 120 cadets will be organized as a squadron of four troops.

(b) Field and Heavy Artillery :—

- (1) Units having a total strength not exceeding 60 cadets will be organized as a section ;
- (2) Units having a strength of from 61 to 120 cadets will be organized as a four-gun battery ;
- (3) Units having a strength of over 120 cadets will be organized as a six-gun battery, except in the case of Heavy Artillery, which will always be organized as in (1) or (2).

(c) Engineers, Infantry, and Army Service Corps :—

- (1) The strength of a company will not exceed 100 cadets ;
- (2) Should the strength of a unit exceed 100 cadets, two or more companies, of not less than 50 cadets each, will be formed ;
- (3) Should the strength of an infantry unit exceed 400 of all ranks, it will be organized as a battalion of 5 or more companies.

(d) Medical :—

- (1) Units with a strength not exceeding 90 cadets will be organized as a section of a field ambulance.
- (2) If the total strength exceeds 90, a second section will, as a rule, be formed.

(e) Veterinary :—

A unit with a strength not exceeding 100 cadets will be organized in four sections Army Veterinary Corps.

- (f) In all units, the cyclists, signallers, buglers, and band-cadets will be included in the strength of companies, and not organized as separate units.

The establishment of officers, non-commissioned officers, drummers, &c., for the above units is given in Appendix II.

V.—Conditions of Service.

1. Officers.

General Conditions.

Four
classes of
officers.

10. Officers of the Officers Training Corps may belong to any of the following classes :—

- (1) Officers who have been gazetted to commissions in, or transferred to, the unattached list of the Territorial Force, for service with the Officers Training Corps ;
- (2) Officers of Special Reserve* or Territorial Force units who have been seconded for service with the Officers Training Corps ;
- (3) Officers of Special Reserve or Territorial Force units who are temporarily attached for duty with the Officers Training Corps.
- (4) Officers of medical units appointed to the Territorial Royal Army Medical Corps, supernumerary for service with the Officers Training Corps. In the case of undergraduate officers, who are not qualified as practitioners under the Medical Acts, they will be appointed "on probation" until they have obtained the necessary

* The words "Special Reserve," used in this section, will be held to include the Channel Islands Militia, and the Military Forces of the Colonies.

qualification, when they will be confirmed in their appointment.

An appointment as chaplain to the Territorial Force may be conferred, on the recommendation of the General Officer Commanding-in-Chief, on a clergyman holding a post in a university or school which furnishes a contingent of the Officers Training Corps. The clergyman so appointed will be attached to his contingent.

11. Officers will have, as individuals, the same liabilities for service as other officers of the Special Reserve or the Territorial Force, as the case may be ; their services on embodiment will be at the disposal of the Army Council. Conditions of service.

12. Officers will enjoy the privileges, precedence, and emoluments, and will be subject to the rules and conditions with regard to first appointment and retirement, laid down in the regulations for the Special Reserve or Territorial Force, according to the branch of the service in which they hold commissions. Privileges, &c.

13. Officers holding commissions on the unattached list of the Territorial Force for service with the Officers Training Corps, who are entitled to the Territorial Decoration as laid down in Regulations for the Territorial Force, para. 515, should apply, through the General Officer Commanding-in-Chief, to the Secretary, War Office, forwarding a statement of their previous service, and, if possible, the necessary certificate from their late Volunteer Commanding Officers in cases where part of their service has been performed in that force. Territorial decoration.

Appointment.

14. Recommendations for first appointment of gentlemen wishing to serve as laid down in para. 10 (1) and (4) will be forwarded on Army Form E 536, accompanied by a copy of the candidate's birth or baptismal certificate, by the executive head of the university, or the headmaster of the school concerned, to the General Officer Commanding-in-Chief, for submission to the Army Council. First appointments.

15. Cadets of the Senior Division, including University candidates for the Regular Forces, who are recommended for commissions in the Territorial Force under para. 10 (1) and (4) for service with their university contingent must have qualified in the examination for Certificate A of the branch of the service in which they propose to serve.

16. The applications of officers desirous of serving in the Officers Training Corps as laid down in para. 10 (2) will be forwarded through the officer commanding their Special Reserve or Territorial Force unit to the General Officer Commanding-in-Chief, for submission to the Army Council. Seconding of officers.

17. The temporary attachment of officers referred to in para. 10 (3) may, with the consent of their commanding officers, be allowed, so long as this does not interfere with the performance of their duties with their own units. Applications will be forwarded as in para. 16. Where an officer of the Territorial Force is so Attachment of officers.

attached, parades performed with the contingent to which he is attached will count towards his efficiency as an officer of the Territorial Force; but the annual course of musketry and the annual camp must be performed with his Territorial Force unit.

Promotion.

Promotion. 18. Promotion will, as a rule, be governed by the establishment of contingents, according to seniority in the contingent. All applications for promotion should be forwarded to the General Officer Commanding-in-Chief for submission to the Army Council.

Promotion of officers on the unattached list. 19. In the case of officers who hold commissions on the unattached list of the Territorial Force, promotion will be "substantive" or "provisional" according to whether the officer has, or has not, qualified for promotion to higher rank as laid down in Territorial Force Regulations, para. 281. No provisional or substantive promotion will be given until an officer has performed the initial course of instruction required under Territorial Force Regulations, paras. 315 and 374.

Officers granted provisional promotion must qualify for their substantive rank within 12 months of the date of gazette. The date of substantive rank will be that of the day on which an officer completes the necessary qualification.

Applications to attend examinations for promotion should be made to the General Officer Commanding-in-Chief. Officers of the Officers Training Corps are not eligible to attend the examinations for certificates of proficiency as laid down in Section VIII of these Regulations, except as stated in para. 71.

Promotion of seconded officers. 20. In the case of officers seconded for service with the Officers Training Corps, promotion to local rank only may be given. This local rank does not carry seniority outside the Officers Training Corps, and the officer's seniority in the unit of the Special Reserve or Territorial Force to which he belongs will not be affected.

Attached officers. 21. Officers temporarily attached may be promoted as in para. 20.

Retirement or Resignation.

Retention of officers after leaving contingents. 22. An officer of the class referred to in para. 10 (1), who finds it necessary to terminate his service with a contingent by reason of his leaving the university or school concerned, should notify the fact through his Commanding Officer to the General Officer Commanding-in-Chief for transmission to the Army Council, stating in his communication whether he wishes:—

- (1) To be transferred to another contingent.
- (2) To remain on the unattached list.
- (3) To resign his commission.

Permission to remain on the unattached list will only be given on the understanding that the officer intends to serve with another contingent or with a unit of the Territorial Force, as soon as an opportunity occurs, and that the General Officer Commanding-in-Chief recommends that such permission be granted. The period

(which shall not reckon towards the three years referred to in paras. 604 and 607, Territorial Force Regulations) during which the name of such an officer may be retained on the unattached list will be decided by the Army Council, but in no case will it exceed 5 years. Officers allowed to remain on the unattached list are not eligible for promotion to higher rank, or to attend courses of instruction, regimental tours, &c., except at their own expense.

The resignation by an officer of his commission will be forwarded to the General Officer Commanding-in-Chief, for submission to the Army Council, accompanied by the certificate referred to in para. 119, Territorial Force Regulations. Resignation.

2. Cadets.

23. Cadets of the Officers Training Corps will not have any legal liability to service, and will not be required to take the oath of allegiance. Conditions of service.

24. Cadets of the Senior Division will be enrolled to serve under a contract to be drawn up by each university to suit its own conditions. Membership need not be confined to members of a university, but may be open, at the discretion of the university authorities and officers commanding units, and under the terms of the contract mentioned above, to gentlemen who, though not members of the university, are desirous of gaining the certificates of proficiency obtainable in the Officers Training Corps, and to students, who, on passing out of residence, are desirous of remaining in the contingent in order to obtain these certificates, subject to the approval of the Military Committee. University cadets.

25. The contract will include rules for admission, and will set forth the period for which cadets will be held to serve, the discipline to which they will be subject, the penalties incurred for non-efficiency, and any other conditions which may be necessary to safeguard the interests of the contingent, and to ensure an economical administration of the government grants. The proposed form of contract should conform to the principles laid down in these regulations, and will be submitted to the Army Council for approval before adoption. Contract.

26. No boy under 13 years of age will be enrolled in the Junior Division; otherwise the conditions for enrolment, service, and dismissal of School cadets will be in the hands of headmasters and school authorities, within the limits of these regulations. Cadets who have left the school may, with the approval of the headmaster, be retained in the contingent, on the understanding that such cadets are continuing their service for the sole purpose of obtaining Certificate A. In no case can they remain after attaining the age of 20. School cadets.

27. Masters of schools providing contingents of the Junior Division may, subject to the approval of the headmaster, be enrolled as cadets, if there is no vacancy in the establishment of Enrolment of masters.

officers, and on the understanding that they intend to take commissions as officers of that or another contingent as soon as an opportunity occurs.

Promotion
to non-
commis-
sioned
rank.

28. The promotion of cadets to non-commissioned rank will rest with officers commanding contingents or units, subject to the condition that no cadet can be promoted to the rank of full corporal who has not attended an annual camp at least once.

Cadet
officers.

29. In the Junior Division cadets may, with the approval of headmasters, be appointed "cadet officers" in the proportion of 1 cadet officer to every 30 cadets. Cadet officers will wear officers' uniform without any badges of rank; they will not hold commissions, and will not be recognized as officers, or exercise any power of command as such, outside their own units.

3. Adjutants, Serjeant-Instructors, and Bandmen.

Adjutants,
Senior
Division.

30. Regular officers will be appointed as adjutants to contingents, or groups of contingents, as may be required. They will be attached to the General Staff at Headquarters. The provisions of para. 726, King's Regulations, will not apply to them.

Adjutants of contingents will not merely be required to assist in the administration of the contingent; they must be fully competent to undertake the duties of instructor and lecturer in the theory and practice of the subjects which are included in the military education of cadets; and as ex-officio members of the Military Committees of Universities, they must be qualified to advise the Committee on all matters of military education and training.

Appointments will be made by the War Office from the approved list of candidates. Officers desiring that their names may be noted on this list will submit their applications through the usual channel. In view of the extreme importance of their position, it is desirable that commanding officers should forward the names of those officers only whom they consider fully qualified to undertake the duties and likely to acquire a strong influence over the cadets of the contingent.

The confidential reports on adjutants will be made by the Director of Military Training.

Acting
Adjutants,
Junior
Division.

31. Adjutants will not be appointed to contingents of the Junior Division, but there is no objection to school authorities appointing a retired regular officer as acting adjutant, paid out of private funds. The name of the selected officer should be submitted for the approval of the Army Council. If approved he will be gazetted with the rank of captain or lieutenant in the Territorial Force. In exceptional circumstances, to be decided by the Army Council, an officer of the Regular Forces may be appointed, subject to the condition that he receives no pay from Army funds.

Serjeant-
instructors.

32. Non-commissioned officers of the regular forces will be appointed to the establishment of contingents of the Senior Division in the following scale :—

(a) For Cavalry, and Field or Heavy Artillery units :—

To each squadron or battery 1 instructor

(b) For Engineer, Infantry, Army Service Corps, and Medical units :—

From 1 to 2 companies, or sections of

a field ambulance 1 instructor

From 3 to 5 companies 2 instructors

and so on at the rate of 1 instructor per 3 companies, or sections of a field ambulance.

(c) For one Veterinary unit of four sections 1 instructor

No instructor will be attached to a unit, or part of a unit, of the Senior Division, whose strength is less than 30 cadets, nor to a unit of the Junior Division in any case.

33. The names of non-commissioned officers whose services Officers Commanding university contingents desire to obtain as instructors will be forwarded to the War Office, where the appointment, if thought desirable, will be carried out. Application for instructors.

34. In cases where a contingent of the Senior Division has a unit, or part of a unit, at such a distance from headquarters that an additional instructor is considered necessary, application may be made by the commanding officer to the War Office ; each case will be considered on its merits. Additional instructors.

35. The qualifications for appointment for instructors will be as laid down for the different arms and services of the Territorial Force in King's Regulations. Any non-commissioned officer not below the permanent rank of serjeant, who is otherwise qualified and suitable, may be considered eligible for appointment. Non-commissioned officers above the rank of serjeant will only be appointed in contingents entitled to more than one instructor ; and more than two non-commissioned officers above the rank of serjeant will only be appointed in exceptional circumstances. Qualifications for appointment.

36. Applications to extend the service of an instructor beyond 21 years will be made in accordance with para. 270, King's Regulations. Extension of service.

37. An acting serjeant-major of the permanent staff may be appointed to a contingent of the Senior Division entitled to 3 or more instructors, when the total strength exceeds 300 cadets. Appointments will be carried out as laid down in para. 196, Territorial Force Regulations. Acting serjeant-majors.

38. Adjutants and instructors will not be employed in recruiting for the Territorial Force, or on any other duty which is not directly connected with the Officers Training Corps. Employment outside O.T.C.

39. Instructors are not officially attached to contingents of the Junior Division, but a list of ex-non-commissioned officers specially recommended is kept at the War Office, and names will be forwarded on application being made by Officers Commanding contingents. Serjeant-instructors, Junior Division.

Serjeant-instructors of the Junior Division may, with the

consent of the Officer Commanding unit concerned, attend a course at the Small Arms Factory, Enfield Lock, provided that no expense to the public is incurred.

Bands. 40. If it is desired to raise a new band, recruited otherwise than from cadets, the sanction of the Army Council must be obtained.

Bandsmen. 41. Bandsmen, who are not cadets, will serve under a contract drawn up by the university or school authorities; they will be attached to the establishment of the contingent, but cannot qualify for the Territorial Force efficiency medal or for any efficiency grant, or earn anything from Army funds as members of the Officers Training Corps.

Band cadets. 42. Cadets may be trained and employed as bandsmen; but if the efficiency grant is claimed in respect of band cadets, they must have satisfied the conditions of efficiency apart from their work as bandsmen.

VI.—Training.

Officers.

Attendance at parades. 43. Inasmuch as the training of cadets is for the greater part of the year in the hands of the officers of each contingent, it is desirable that officers should attend all drills at which cadets of their squadron, company, &c., are present, unless excused by the Officer Commanding the contingent. Commanding officers of contingents will certify in the annual inspection report that all officers on the establishment of the contingent have attended the number of drills laid down for Territorial Force officers of the same branch of the service in Territorial Force Regulations, Appendix 6.

Rsgimental exercises. 44. Regimental exercises will be organized by the General Staff at the War Office, with the assistance of such officers of the Officers Training Corps as may reside in the neighbourhood of the place where the tour is held. The duties of the directing staff will, when required, be carried out by regular officers detailed by General Officers Commanding-in-Chief.

Camp training. 45. All officers of contingents of the Senior Division should, if possible, be present at the annual camp of their contingent. In the Junior Division, should the number of officers in a contingent exceed one to every thirty cadets attending camp, leave may be granted at the discretion of the Officer Commanding. Officers excused from attending the annual camp with their contingent should endeavour either to perform training by being attached to a unit of the Regular Forces, Special Reserve, or the Territorial Force, or to attend a course of instruction as laid down in para. 382, Territorial Force Regulations.

Courses of instruction. Applications for officers to attend a course of instruction will be submitted to the General Officer Commanding-in-Chief of the command, in accordance with para. 377, Territorial Force Regulations, on Army Form E 555; for School of Musketry, Army Form B 54.

Cadets.

46. The object of all training in the Officers Training Corps is to bring the largest possible number of cadets up to the standard of proficiency indicated by the syllabus laid down for the examinations for Certificates A and B. (See Appendix III.) Object of training.

47. The training of the Officers Training Corps generally is under the direction of the Chief of the Imperial General Staff. Responsibility.
Each unit will be trained by its own officers.

48. In contingents of the Senior Division, the adjutant, as representative of the General Staff, will supervise the training of the contingent. He will be assisted for a few weeks prior to each of the half-yearly examinations for certificates of proficiency (see Section VIII), by regular officers attached to the contingent. Assistance from regular officers:—
Senior Division.
Officers Commanding contingents in England, Scotland, and Wales will apply to the War Office for the officers they require. Officers Commanding contingents in Ireland will apply to the General Officer Commanding-in-Chief the Forces in Ireland.

49. In the Junior Division, assistance in the training of contingents will be given either by an officer detailed from a dépôt in the vicinity of the school, or by the adjutant of a neighbouring university contingent, or by an officer from headquarters, as shown in Appendix IV. Such officers should pay occasional visits to the contingent during drills, manœuvre practices, or musketry training, and should, when their duties permit, be present at field-days and at the annual inspection. They will correspond direct with contingents. Junior Division.

50. Training will comprise:—

- (a) Instructional parades and exercises, and field operations.
- (b) Musketry.
- (c) Annual training in one of the camps organised for the Officers Training Corps.

Nature of training.

51. A parade will consist of not less than 45 minutes' actual training. Two parades of half an hour each will count as one parade. Any tactical or instructional exercise is included under this heading. If the exercise is of not less than 3 hours' duration, it will count as two parades, but no single day's work will be reckoned as more than two parades. Each complete day spent in annual camp will count as a parade up to a maximum of 5 days annually in the Senior Division, and 10 days in the Junior Division. In the case of cadets of the Senior Division who are performing the additional parades laid down in para. 69, the maximum of 5 days will be increased to 10 days. Instructional parades.

52. With regard to field operations, the preliminary arrangements as to dates, place, and the number of contingents taking part, will be in the hands of Officers Commanding contingents. These arrangements should be made as soon as possible after the commencement of each term. A representative of the contingents concerned should then communicate the proposals to the General Field operations.

Staff of the commands in which the contingents are situated. Details will be worked out direct with the General Staff of the command in which the field day is to be held. The representative of the contingents will inform the War Office, as soon as arrangements for the field day have been made.

Musketry. 53. Cadets will undergo a musketry training on similar lines to that laid down for the Territorial Force, or will perform the miniature course laid down for the O.T.C.

Schools of musketry, signalling, and military engineering. 54. Cadets of the Senior Division who hold the rank of non-commissioned officer may be selected by Officers Commanding contingents to attend a course at a school of musketry, signalling, or military engineering. Names will be submitted through the headquarters of the command to the Commandant of the school.

Camps, Senior Division. 55. Camps of not less than 8 or more than 15 days' duration will be held annually for units of the Senior Division at convenient centres. Arrangements will be submitted for approval to the General Staff of the command in which the contingent is situated, who will obtain sanction from the War Office. Details will be worked out direct with the General Staff of the command in which the camp is to be held. Cadets should be encouraged to attend as many parades as possible prior to the annual training in camp.

Advance and rear parties. 56. The Officer Commanding a contingent of either the Senior or Junior Division may arrange for the attendance of advance and rear parties before the arrival of a contingent in, and after its departure from, the annual camp, for such periods, not exceeding one week, as may be considered necessary. The strength of such parties should not exceed one officer and 20 rank and file, without prior War Office sanction.

Regular officers in camp. 57. Regular officers will, when necessary, be appointed by the Army Council to command brigades, or such other units as may be formed provisionally for purposes of training in camp, and to fill staff appointments in connection with camps. A medical officer (either from the Regular Forces or the Territorial Force) will be appointed when necessary.

Junior Division. 58. Camps of not less than 8 days' duration will be held annually at the end of July for contingents of the Junior Division. The number of camps formed will depend on the number of cadets expected to attend, and contingents will as a rule be allotted to camps according to the command in which the school is situated.

Attention is drawn to the Instructions for the Annual Camps, which are issued by the War Office.

Cadets under 15 not to attend. 59. Cadets who will not have attained the age of 15 years by the 31st December in any year are not eligible to attend camp.

Regular officers. 60. Each camp will be under the command of a regular officer. Regular officers will also be appointed, when available, to command battalions, or such other units as may be formed for the purposes of camp, and to fill the necessary staff appointments. Medical

officers will be appointed either from the Regular Forces or the Territorial Force.

61. All contingents will be inspected annually by officers deputed by the Chief of the Imperial General Staff. Commanding contingents will apply to the Director of Military Training, War Office, not later than 1st February, for the inspection of their contingents, stating what dates will be most suitable. Alternative dates should be given.

VII.—Conditions of Efficiency.

62. The conditions of efficiency will be as follows :—

A cadet who is borne on the strength of a unit of the Senior Division on 1st October in any year will be entitled to be deemed an "efficient" if he is physically fit,* and if during the preceding 12 months he has fulfilled the following requirements :—

- (1) Attended not less than 15 instructional parades of his unit, of at least 45 minutes' duration each (as a recruit, not less than 30 parades. A cadet who has been returned as an efficient in the Junior Division will not be reckoned as a recruit on joining a unit of the Senior Division).
- (2) Undergone the prescribed training in musketry.
- (3) Attended camp, of not less than 8 days' duration, and been present at the annual inspection, except in cases of sickness duly certified, or leave specially granted.

63. A cadet borne on the strength of a unit of the Junior Division on 1st October in any year, who is over 15 years of age on that date (for prospective candidates for the Royal Military Academy and the Royal Military College 14 years of age for examination purposes; for capitulation fee 15 years), will be entitled to be deemed an "efficient" if he is physically fit,* and if during the preceding 12 months he has fulfilled the following requirements :—

- (1) Attended not less than 30 instructional parades of his unit of at least 45 minutes' duration each (first year, not less than 40 parades).
- (2) Undergone the prescribed training in musketry.
- (3) Been present at the annual inspection, except in case of sickness duly certified, or leave specially granted.

64. The inspecting officer will state in his report whether he considers the contingent, as a whole, to be efficient. The

* No special medical examination is required, and no grant will be made from Army funds in respect of such examination. In cases where a medical examination of a cadet of the Senior Division is held to be necessary, the examination should, if possible, be carried out by the medical officer of the nearest military station, or by an officer of the medical unit of the contingent, where such exists. The returning of a cadet as "efficient" will be accepted as sufficient guarantee that he is physically fit.

commanding officer or inspecting officer has power to direct that a cadet shall be deemed non-efficient should he consider it proper to do so, notwithstanding that the cadet may have fulfilled the efficiency conditions laid down above.

VIII.—Certificates of Proficiency.

Certifi-
cates.

65. Two certificates of proficiency, designated respectively A and B, are obtainable by cadets.

These certificates are a guarantee that the holder has completed a certain period of efficient service in a contingent of the Officers Training Corps, and that he has passed the written and oral tests prescribed for the branch of the service to which his unit belongs. (*See Appendix III.*)

For purposes of obtaining certificates in any branch of the service, the efficient service must have been performed in that branch.

Examina-
tions.

66. Written examinations in connection with these certificates will be held twice in each year. The papers will be set and corrected by officers deputed by the Chief of the Imperial General Staff. (For syllabus, qualifying marks, dates and instructions for carrying out the examinations, *see Appendix III.*)

Certificate A.

Eligibility,
Junior
Division.

67. A cadet of the Junior Division, whether belonging to an infantry or to an engineer contingent, will be eligible for Certificate A, Infantry, only.

He will not be eligible to undergo the examination for Certificate A unless he has been returned as efficient in 2 years (*see para. 63*), and attended at the annual camp (*para. 58*) at least once.

Masters enrolled as cadets under the provisions of *para. 27* may attend the examination, subject to the same conditions.

Eligibility,
Senior
Division.

68. A cadet of the Senior Division may undergo the examination for Certificate A at any time after he has completed one year's efficient service as laid down in *para. 62*.

A cadet joining the Senior Division, who has previously fulfilled the conditions of eligibility in the Junior Division (*para. 67*), may undergo the examination for Certificate A, Infantry, at any time.

Grant of
certificate,
Senior
Division.

69. Certificate A will not be granted to a cadet until he has been returned as efficient in 2 years, in one of which he must have performed 15 instructional parades (10 if a recruit) in addition to those laid down for trained cadets or recruits in *para. 62*.

Efficient service (but not in periods of less than a year) in the Junior Division will be allowed to count towards the grant of Certificate A in the Senior Division.

Certificate B.

70. A cadet of the Senior Division will not be eligible to undergo the examination for Certificate B until he has—
- (a) Passed the examination for Certificate A in the same branch of the service.
- (b) Completed one year's efficient service as laid down in para. 62.

Eligibility to attend examination.

71. University students who, having previously obtained Certificate A, have been appointed to commissions on the unattached list of the Territorial Force for service with a unit of the contingent of the university at which they are students, or have been seconded from a Territorial Force unit for service with that contingent, may be allowed to attend examinations for Certificate B (of their own branch of the service) held at that university.

Officers of Senior Division eligible to attend.

72. A cadet will not be granted the certificate until he has a total of two years' efficient service, in one of which he must have performed 15 instructional parades (10 if a recruit) in addition to those laid down for trained cadets or recruits in para. 62.

Grant of certificate.

Cadets having qualified in the examination for Certificate B, who take a commission in the Special Reserve of Officers before completing a second year's service, will be granted Certificate B and will enjoy the full advantages of that grant from the date of their commission.

Cadets having qualified for Certificate B, who, before completing a second year's service, are appointed to a commission in the Territorial Force, will be granted the certificate and be entitled to the advantages conferred by that grant on completion of one year's service as an officer of a unit of the Territorial Force.

73. Candidates for Certificate B, who have passed in Group E of the final pass schools examination, will be exempt from the first two papers of the written examination for Certificate B.

Exemptions, Certificate B.

74. The following advantages are conferred on cadets who, after obtaining one or both certificates, accept commissions in the Special Reserve of Officers or Territorial Force, or offer themselves as candidates for Woolwich, Sandhurst, or the Royal Army Medical Corps.

Advantages conferred by certificates.

*Special Reserve of Officers.**

Certificates.	Advantages conferred.
Certificate A :—	A reduction of the probationary training :—
All arms, except engineers and infantry	By 4 months or 14 days, according as the normal period is 12 months, or 3 months.
Engineers	By 2 months.
Infantry	By 1 month.

* For further details see Regulations for the Special Reserve.

Certificates.	Advantages conferred.
Certificate B :—	A reduction of the probationary training inclusive of that allowed for Certificate A :—
All arms, except engineers and infantry	By 8 months or 6 weeks, according as the normal period is 12 months, or 3 months.
Engineers	By 4 months.
Infantry	By 3 months.
All arms	A gratuity of £35.*

Territorial Force.†

Certificate A—	
All arms	To exemption from the whole or part of the examination for promotion to the rank of lieutenant.
Certificate B—	
All arms	To exemption from the whole or part of the examination for promotion to the rank of captain.

Candidates for Woolwich or Sandhurst.

Certificate A—	
Infantry	To receive 200 marks in the competitive examination held by the Civil Service Commissioners for entrance to those establishments.

Candidates for Commissions in the Naval Medical Service and Royal Army Medical Corps.

Certificate A—	
Medical	To receive 1 per cent. of the maximum number of marks allotted to the compulsory subjects in the entrance examination.
Certificate B—	
Medical	To receive 2 per cent. of the maximum number of marks allotted to the compulsory subjects in the entrance examination.

Lectures.

75. In order to assist cadets of the Senior Division in attaining the standard of proficiency required from a candidate for Certificate B, courses of lectures on the subjects included in the

* Should an officer who has qualified in the examination for Certificate B take a commission in the Special Reserve before he has completed the necessary efficient service (para. 72) he will be granted the gratuity.

† For further details see Regulations for the Territorial Force.

syllabus will be held in universities. Attendance at these lectures will not count as parades for purposes of efficiency.

76. The names of those whom the military committees of universities propose to invite to give lectures, together with the subjects of the lectures, will be submitted for the approval of the Chief of the Imperial General Staff. Names of lecturers.

IX.—Finance.

Pay and Allowances.

77. Officers of the Officers Training Corps (para. 10) will receive the same pay and allowances, and will be subject to the same conditions as other officers of the Territorial Force. Officers.

A chaplain appointed under para. 10 will not be entitled to pay under para. 619 of the Territorial Force Regulations, in respect of attendance at camp with his contingent, nor to be conveyed to camp at the public expense, unless appointed chaplain to a camp as provided hereunder.

Pay at the rates laid down in the Territorial Force Regulations will be allowed for one chaplain of each recognised denomination appointed by the War Office to a camp of the Officers Training Corps, with travelling expenses to and from camp at the rates and under the general conditions applicable to the Territorial Force.

78. Outfit allowance may be claimed by officers gazetted to commissions in the Territorial Force for service with the Officers Training Corps, under the conditions of paras. 604 to 610 of the Regulations for the Territorial Force. In the case of officers so gazetted for service with a contingent of the Senior Division under para. 15, the outfit allowance will be considered to have been finally earned as soon as they have been returned "efficient" as officers in three successive years under para. 607 (b), Territorial Force Regulations, and have fulfilled the condition of para. 607 (c), even though they may not have completed three full years of service. Outfit allowance.

78A. A University candidate for a commission in the Regular Forces who, before he commences the six weeks' attachment required of him, has been appointed an Officer on the establishment of his University contingent Officers Training Corps, will be granted the outfit allowance, subject to the conditions laid down in the preceding paragraph. He will also be allowed to count the six weeks attachment in lieu of the Initial Course under para. 374, Territorial Force Regulations, but will not draw pay and allowances for more than four weeks of that attachment. University candidates.

A University candidate who is appointed an Officer on the establishment of his contingent Officers Training Corps, after he has commenced his six weeks' attachment, will have no claim to outfit grant or to pay and allowances for any portion of his attachment; the attachment will, however, count in lieu of the Initial Course.

Camp.

79. In the absence of special authority, the issue of pay, &c., to officers of both divisions for attendance at camp is subject to the conditions of Territorial Force Regulations, Appendix 6.

Officers present with an advance or rear party of their contingent at annual camp (*see* para. 56) will be entitled to pay and allowances for the whole period of their attendance at the camp, provided that such period does not exceed a total of 15 days.

Should an officer wish to undergo training in camp beyond the amount performed at the annual camp of the Officers Training Corps unit to which he belongs, he may be attached to a Regular, Special Reserve, or Territorial Force unit for the purpose, and will be entitled to pay and allowances in respect of as many additional days as make up a total of 15 days in all, including days of duty with an advanced party. His claim for pay will be forwarded through the Officer Commanding the Officers Training Corps unit to the regimental paymaster of the area in which the unit is situated.

Courses of instruction, exercises, &c.

80. Officers attending courses of instruction and regimental exercises, or attached to a regular unit, may claim travelling expenses either from and to the headquarters of their contingent or from and to their holiday address within the United Kingdom as is most convenient. (For the general conditions governing such expenses, *see* Territorial Force Regulations, paras. 643—6.)

Railway warrants from Army Book 201A, at single fares for the double journey, will be issued by Officers Commanding for all journeys on duty, except those referred to in para. 81.

Single journey travelling warrants.

81. When officers who join a course from the headquarters of their contingent intend, on its conclusion, to proceed to a holiday address, or *vice versa*, application should be made direct to the War Office for railway warrants from Army Book 205. The name of the place or station from which the officer intends to start, and that to which he intends to return, and the authority under which he was attached must be stated on the application.

Travelling warrants.

82. Army Book 205 will be supplied to adjutants, to be used at their discretion, from the headquarters of the Command. Claims for adjutants' travelling expenses should be forwarded to the Director of Military Training for signature, and will be settled in the command in which the officers are serving.

Cadets.

83. Cadets of the Senior Division who are selected under para. 54 to attend a course at the School of Musketry, School of Signalling, or the School of Military Engineering, will be granted a consolidated allowance of 4s. per diem and travelling expenses. Otherwise cadets of the Officers Training Corps are not entitled, as such, to pay or allowances from Army funds. These cadets should travel on a warrant from Army Book 201A, and the claim for refund of the amount paid should be made to the Regimental Paymaster on Army Form O 1771.

Regular Officers.

84. Regular officers appointed adjutants to universities, or to groups of universities, will receive the rates of pay and additional pay laid down for adjutants of the Regular Forces in the Pay Warrant and allowances as for adjutants of the Territorial Force. Adjutants,
Senior
Division.

85. Officers appointed acting adjutants of contingents of the Junior Division will not be entitled to any pay or allowances from Army funds in respect of their appointment. Should they attend camp as filling an actual vacancy on the authorized establishment of the contingent they will be eligible for the pay and allowances at Territorial Force rates of the post so filled. Acting
Adjutants.
Junior
Division.

86. Regular officers attached to contingents of the Senior Division, as laid down in para. 48, will receive additional pay at the rate of 5s. per diem, and in lieu of lodging, fuel and light allowances, the following special rates of travelling allowance, under para. 368, Allowance Regulations : Regular
officers
attached to
Senior
Division.

7s. 6d. a night up to one month's continuous employment at one station.

5s. a night after one month's continuous employment.

They will not receive allowances for servants, grooms, or horses, except that horse hire for occasional mounted duty will be allowed under the conditions of paras. 316 and 324, Allowance Regulations, 1910.

87. The regular officer visiting a contingent of the Junior Division, as laid down in para. 49, will receive travelling expenses and allowances, provided that the total number of journeys in respect of any one contingent does not exceed 10 per annum. Regular
officers
visiting
Junior
Division
con-
tingents.

88. Officers of the Regular Forces assisting at regimental exercises or field operations will receive the travelling expenses and allowances ordinarily admissible under regulations. Inspection,
regimental
exercises,
examina-
tions.

Officers of the Regular Forces, Special Reserve of Officers, or Territorial Force employed on inspection, or examination, duty in connection with Officers Training Corps will be entitled to the allowances laid down in the Allowance Regulations for officers performing such duties.

89. Regular, ex-regular, or Special Reserve officers detailed to hold commands or staff appointments at the annual camps of the Officers Training Corps will be entitled to extra pay and allowances as follows :— Camps.

- (1) Travelling expenses and travelling allowance to and from camp, for self and servant.
- (2) Field allowance for each day or part of day under canvas.
- (3) Messing allowance of 4s a day.

(4) Horse allowance, horse hire, and forage as follows :—

- (a) Officers drawing forage or the allowance in lieu at their permanent stations, or in receipt of a consolidated rate of pay covering forage, will be entitled to the cost of conveyance of a horse and groom to and from camp, or the hire of a horse at camp if no greater expense than that for conveyance is incurred ;
- (b) Other officers will be entitled to horse hire allowance for one horse, if they cannot be supplied with public chargers, and to forage, or the allowance in lieu, for one horse.

(5) Allowance for one servant, if not provided with a soldier servant.

(6) The officer (except medical officers) commanding a camp will be entitled to command pay at 5*s.* a day, and other regimental officers (except medical officers) employed to additional pay at 2*s.* a day.

Staff officers will not be entitled to allowances under (3), (5), or (6). If, however, they are temporarily holding an appointment of a grade higher than their own, acting staff pay at 5*s.* a day will be admissible.

Serjeant-Instructors.

Serjeant-instructors.

90. Serjeant-instructors of the Senior Division serving on their Army engagement will receive pay as laid down in the Pay Warrant, and allowances as for serjeant-instructor in the Territorial Force, together with a consolidated clothing and kit allowance of 5*d.* (6*d.* for the instructor appointed acting serjeant-major) a day. They will, however, continue to draw the ordinary messing allowance of 3*d.* a day when in camp, as the special allowance of 1*s.* a day drawn in the Territorial Force is not applicable to the Officers Training Corps. Payments may be made from contingent funds to members of the permanent staff for work outside the scope of their ordinary duties, such as cleaning of arms and clerical assistance. As a general rule, the annual payment should not exceed £6 10*s.* for each infantry company, or a proportional rate for units of other arms, with a further allowance of 6*d.* a day for the non-commissioned officer who acts as orderly room clerk to the contingent. A schedule of such payments for each contingent will be submitted to the Army Council for approval, and military committees will be held responsible that no other payments, either from public or private funds of the contingent, are made to any instructor.* Serjeant-instructors of contingents of the Junior Division will not be entitled to any pay or allowances from Army funds.

* The allowance of 6*d.* a day to the non-commissioned officer who acts as orderly-room clerk may be given to one instructor in the contingent.

Corps Allowances and Grants.

Senior Division.

- *91. A yearly capitation grant of £2 will be paid to each university unit for every "efficient" cadet on the strength. For special arrangements in the case of mounted units see para. 94. Capitation grant.
92. A half-capitation grant of £1 will be paid in addition to the grant under para. 91, for each new "efficient" member enrolled in excess of the highest number for whom capitation grants have been drawn in any previous year. A great-coat allowance of £1 will also be issued in respect of each member enrolled in excess of the highest number for whom this allowance has previously been drawn. Half-capitation grant and great coat allowance.
- *93. A grant of £5 will be made to a university unit in respect of each Certificate B obtained by a cadet of that unit.† No individual can earn this grant more than once. The grant will be additional to any "efficiency" grant which a cadet may have earned for the year in question. Grant for Certificate B.
94. Additional grants to any earned under the foregoing paragraphs will be made as follows :— Additional grants.

Cavalry units :—

- (a) A capitation grant of £3 5s. for each efficient cadet and serjeant-instructor.
- (b) Special camp allowance of 6s. 8d. daily for each officer or cadet not provided with a public horse, for whom a horse is maintained.†
- (c) The regulation ration of forage in kind, or, when this cannot be issued, forage allowance at current rates, as given in Army Orders.†
- (d) Travelling allowance of 3d. a mile for officers' horses, 2½d. a mile for cadets' or draught horses (see para. 790, Territorial Force Regulations), to cover cost of conveyance of a horse for the double journey to and from camp, if the distance exceeds 10 miles.†

Artillery and Army Service Corps units :—

- (e) A capitation grant of £1 for each cadet certified to be reasonably efficient in mounted duties, subject to the general conditions laid down in para. 745, Territorial Force Regulations.

* Grants will be paid within, and in respect of, the financial year in which the cadets are returned as "efficient."

† This grant cannot be claimed in respect of officers of a contingent who attend the examination for Certificate B under the provisions of para. 71.

‡ These allowances will also be paid in respect of officers of other units of the Senior Division who are entitled to the use of a horse.

- Camp grant. 95. A grant of 3s. per day will be made to university contingents for each member (including serjeant-instructors but excluding officers) attending camp, up to a maximum of 15 days annually. This grant will be admissible in the case of cadets forming advance or rear parties at camp for periods in excess of 15 days, as laid down in para. 56. No grant will be admissible in respect of cadets who attend camp for less than 8 days, unless special sanction is obtained from War Office.
- Hospital stoppages. 95A. If a cadet is under treatment in a military hospital, the contingent will be liable to hospital stoppages under the general conditions laid down in the Allowance Regulations, so long as the 3s. a day, mentioned in paragraph 95, is being drawn.
- Cyclist orderlies. 95B. One cadet for each 500 or part of 500 cadets present may be appointed by the Officer Commanding an annual camp to act as cyclist orderly. A grant at the rate of 1s. 4d. a day, to cover all claims for damage or repairs to the machine, together with a grant for conveyance at the rates laid down in the Territorial Force Regulations, will be made to the contingent to which the cadet belongs. No grants will be made on account of other cadet cyclists.
- Travelling allowances. 96. Travelling expenses to and from camp or ranges, and such other necessary travelling allowances as are admissible under Territorial Force Regulations, may be claimed at the rates applicable to the Territorial Force.
- Grants for lectures. 97. Grants, according to the particular needs of each case, will be made annually to universities furnishing a contingent of the Officers Training Corps for payment of qualified lecturers. These grants will be administered by the committees of military education, mentioned in para. 4. Application for the amount required will be forwarded by Officers Commanding contingents to the War Office by 1st April in each year; in the case of contingents situated in Ireland to the General Officer Commanding-in-Chief the Forces.
- Initial grants. 98. In the case of a university starting a new contingent, the grants referred to in para. 92 will be payable in respect of each original member, and the aggregate sum will be issued as an initial grant.
- Advance payments of grants. 99. Application for advances of the grants payable under paras. 91 and 95, within a maximum of two-thirds of the amount of each grant that will probably be earned by the contingent in the current financial year, may be made to the Local Auditor of the command in which the contingent is situated, prior to the 1st November. These advances will only be given to meet pressing expenditure; in normal circumstances contingents should be able so to arrange their expenditure that the need for them should rarely arise. Advances of grants payable under para. 92

(except as provided in para. 98) will only be made in very exceptional circumstances, under authority from the War Office.

Junior Division.

100. A yearly capitation grant of £1 will be paid to a school Capitation contingent for every efficient* cadet over 15 years of age grant. (16 in the case of schools in receipt of a Parliamentary grant)—

- (1) who is on the strength of the contingent on the 1st October in the year in which the grant is claimed (other than cadets referred to in para. 101), or
- (2) who has left the school at the end of the previous summer term,

provided that 50 per cent. of those for whom the grant is claimed have attended camp of not less than 8 days' duration during the year,† and that the contingent is reported to be efficient by the Inspecting Officer at the annual inspection (*see* para. 64).

101. The capitation grant can also be claimed in addition in respect of a cadet who is allowed to remain on the strength of a contingent after leaving school (*vide* para. 26), for the year in which he obtains Certificate A. Cadets remaining on leaving school.
102. Should a school contingent, or a part of it, be prevented from fulfilling the condition regarding attendance at camp by reason of an infectious illness, this condition will be modified. Applications for modification will be addressed to the Secretary, War Office, and will be accompanied by (1) a certificate from the Medical Officer i/c camp to the effect that the contingent was prevented from attending camp owing to infectious illness; (2) a statement, certified by the Officer Commanding the contingent, showing the number of cadets over 15 (or 16) years of age (a) who were efficient on 1st October, (b) who attended camp, (c) who would have attended camp but for the outbreak of infectious illness. The amount of the grant to be issued will then be assessed, and an authority will be forwarded to the Officer Commanding the contingent, who will attach it to his claim for the capitation grant. Infectious illness.
103. A grant of £10 will be made to school contingents for each cadet who has obtained Certificate A while a member of the school and is afterwards granted a commission in the Special Reserve of Officers or the Territorial Force.‡ Grant for Certificate A.

* This includes masters enrolled as laid down in para. 27.

† Thus, in a unit with, say, 120 "efficients" under para. 63, if 60 attended camp, £120 would be earned; if 25 attended camp, £50 would be earned.

‡ This grant cannot be claimed in respect of masters enrolled as laid down in para. 27.

Camp.

104. In no circumstances will allowance for travelling, rations, or transport be made to the Junior Division in respect of attendance at camp, but officers will be allowed a grant in aid of their travelling expenses at the rate laid down in para. 785 of the Regulations for the Territorial Force. Camp equipment, according to the scale prescribed in Table 6, Section XVII, Equipment Regulations, Part 2, will be supplied at the place of camp.

Capital
grant to
new corps.

105. A small capital grant to assist in meeting the initial cost of providing ranges, instruction, accommodation for arms, and uniform, may be paid to schools not hitherto in possession of a uniformed corps, according to their individual necessities, on their offer to furnish a contingent of the Officers Training Corps being accepted by the Army Council. The grant, when given, will take the form of an allowance per cadet; but no grant will be made in respect of cadets who are under 14 years of age, or, in schools in receipt of a Parliamentary grant, under 16 years of age. The grants will be subject to audit and will only be made on a guarantee that the contingent, when started, will not be disbanded without reference to the Army Council.

Senior and Junior Divisions.

106. Capitation grants under paras. 91 and 100 (not 94) may be claimed for every cadet who takes a commission in the Special Reserve of Officers or Territorial Force, or if a University candidate, in the Regular Forces, provided that he has completed the requirements for efficiency for the year in which he takes a commission, or was returned efficient in the preceding year.

107. The services upon which the allowances granted under the foregoing paragraphs may be expended, are as follows:—

Services
on which
grants may
be ex-
pended.

Providing and maintaining headquarters and drill grounds, and the general expenses connected with the administration of the contingent, including the hire of land, ranges and buildings, the repair of buildings and orderly-room expenses.

Care, cleaning, repair, and, where necessary, insurance of arms.

Providing and maintaining ranges.

Cost of supplying ammunition, clothing, equipment and accoutrements, engineer stores, stationery and postage.

Travelling expenses to and from inspection, tactical exercises, ranges, &c.

Repayment of loans.

Horsing mounted units, including insurance of horses as necessary.

Camp expenses, including rations, fuel and light, paillasse

straw, and general expenses, and railway and transport charges.

Charges on account of the provision of water, latrine accommodation and sanitary services generally in camps, and for the hire of camping ground, when a camp is necessarily held on other than War Department land, will, however, be borne by Army funds. When such hiring is necessary the matter should be referred to the War Office, in order that the necessary action may be taken through the General Officer Commanding the Command in which the camp is to be situated, who will arrange for the provision of such water supply and sanitary services as may be required.

108. Expenditure on the following services will also be allowed if, after the above charges have been provided for, such expenditure will not lead to the income for the year being exceeded :—

Band expenses (where a band has been authorized), or the hiring of a band for a special occasion.

Prizes (not to exceed 5 per cent. of the efficiency and proficiency grants combined).

System of Payments and Accounts.

109. The Military Committees of universities or the Officers Commanding university contingents, as the case may be, will be responsible for the proper expenditure of all sums paid to them from Army funds. A careful account of all ordinary receipts and disbursements should be kept. The ordinary expenditure of a contingent must not exceed its income for the year, unless the deficiency can be immediately met from private funds. When extraordinary expenditure is contemplated, the sanction of the Army Council must first be obtained.

Senior Division :
Responsibility for expenditure.

110. The adjutant will obtain the funds for the payment of the permanent staff of a contingent of the Senior Division from the cashier of the command in which his headquarters are situated. He will forward the indent not later than the 20th of each month.

Payment of Permanent Staff.

All payments made by the adjutant will be accounted for monthly to the regimental paymaster on Army Form N 1452. This pay list will be made out in duplicate and forwarded to the paymaster not later than four days after the expiration of the month. The pay list will be examined by the paymaster, and his observations on it, if any, will be forwarded to the adjutant, who will answer and return them without delay.

111. The pay and allowances due to an officer of a contingent of the Senior Division, while attending a course of instruction or performing the annual training in camp, will be issued by the adjutant and charged in the permanent staff pay list.

Pay and allowances of officers

112. The total amount of the grants earned by a contingent of the Junior Division will be paid annually to the Officer Commanding

Junior Division

- Payment of grants.** the contingent, who will be held responsible for its proper expenditure. A cash book (Army Book 228) should be kept, and receipts taken for all sums expended from the government grants. It is not necessary that separate accounts of public and private funds should be kept.
- Disbandment.** 113. Before the disbandment or withdrawal from the Officers Training Corps organization of a contingent of the Junior Division is sanctioned, any balance in hand arising from grants received by the contingent under paras. 100-105 will be repaid by the Officer Commanding to Army funds.
- Officers, Junior Division.** 114. The pay and allowances due to an officer of a contingent of the Junior Division will be claimed from the regimental paymaster of the area in which the school is situated, on Army Form N 1450.
- Claims for pay, etc., in camp.** 115. Claims for pay and field and other allowances admissible during training in camp should be countersigned, previous to departure from camp, by the Officer Commanding the camp, or, if the camp consists of more than one battalion, by the Officer Commanding the battalion.

X.—Uniform, Arms, Equipment, Books and Maps.

- Uniform, officers.** 116. All units of the Officers Training Corps will be uniformed. 117. Officers will wear the uniform of the contingent to which they belong, except that officers of the Regular Forces or of the Special Reserve of Officers, and officers belonging to Territorial Force units attached for duty to, or seconded for service with, the Officers Training Corps, will wear the uniform of their permanent unit.
- Full dress, officers, Senior contingents.** 118. Contingents of the Senior Division are permitted to adopt a full dress for officers for levées and ceremonial purposes. They may also adopt a mess dress and undress as authorized for officers of the Territorial Force. Before adoption, these uniforms must receive War Office approval. Their provision is optional with each individual officer.
- Uniform, officers, Junior contingents.** 119. Officers of contingents of the Junior Division will provide themselves with service dress only, as laid down for officers of the unattached list for the Territorial Force.
- Free issue, cadets, Senior contingents.** 120. Each cadet on joining the Senior Division will receive from his unit a suit of service dress, a service dress cap, a pair of gaiters or putties, and a greatcoat, subject to the provisions of the contract referred to in para. 25. The sum of £2 towards the cost of the outfit will, in the case of cadets who obtain, or have already obtained, Certificate A, be paid from Army funds.
- Walking out uniform prohibited.** 121. The provision of walking out uniform either from public or private funds is prohibited. The public funds of contingents must only be used for the provision of service dress.
- Service dress.** 122. Service dress uniform only will be worn on all uniform parades.

123. In the Junior Division, no grant will be made to contingents from Army funds in respect of uniform, except as stated in para. 105.

124. Existing uniforms may be retained until worn out, but all new uniform should be the universal service dress as worn in the Regular Forces and Territorial Force. This applies also to contingents in possession of a walking-out uniform, formerly worn as full dress.

125. No deviation from authorized patterns of uniform is permitted, and no articles of clothing or badges will be introduced without War Office approval.

126. The designation of a unit will be worn in brass or black metal on the shoulder strap of the jacket, in the following form :—

CAMBRIDGE

O.T.C.

UNIVERSITY.

127. Contingents may select their own cap badges subject to War Office approval. Where the selected badge is one worn by a regiment of the Regular Forces or of the Territorial Force, the consent of that regiment must be obtained before applying for approval.

128. Chevrons, badges of rank, and badges for skill-at-arms, signalling and musketry in the case of those cadets who execute the course prescribed for soldiers of the Territorial Force, and attain the standard of marksmanship, will be of the patterns authorized for the Territorial Force. They will not be granted in excess of the authorized establishment.

129. An efficiency badge may be worn by cadets shown as efficient in the last annual return. This badge will consist of a hollow diamond of white piping or embroidery $\frac{1}{8}$ inch wide on scarlet cloth $2\frac{3}{4}$ inches long and $\frac{3}{4}$ inch deep. It will be worn on the right forearm.

130. Cadets who have been granted Certificate A or B, and those successful in the examinations who are not fully qualified for the grant of certificates, will wear a four-pointed star, $1\frac{1}{2}$ inches in diameter, on the right arm above the elbow, and above any badges of rank. For those who qualify in A, the star will be in red worsted, and for those who qualify in B, in gold embroidery.

131. A musketry efficiency badge consisting of a rifle in worsted embroidery will be worn horizontally on the left forearm by a cadet who performs the course of musketry on an open range laid down for the Officers Training Corps, and is recorded as "qualified,"

or who performs the miniature course laid down for the Officers Training Corps, and is classified as a first class shot. The badge will not be worn in addition to the marksman's badge referred to in para. 128.

Shooting
represent-
atives.

132. Cadets who represent their school in the Ashburton Challenge Shield competition may wear the marksman's or musketry efficiency badge surmounted by the school crest with the year or years in gold embroidery, the crest not to exceed $1\frac{1}{2}$ inches in diameter. This badge may also be worn by cadets who represent their schools in the competition for the Cadets' Trophy and in the Rapid Fire competition.

Uniform,
serjeant-
instruc-
tors.

133. Serjeant-instructors will wear the uniform of the contingent to which they are attached for duty. They will wear chevrons and badges as laid down for serjeant- or colour-serjeant-instructors of the Territorial Force, according to rank.

Arms,
ammuni-
tion and
equipment.

134. The scale and mode of issue of arms, ammunition, and equipment to contingents of the Officers Training Corps are laid down in Equipment Regulations, Part 2, Section XVII.

Stationery,
books, &c.

135. The provisions of paras. 714 to 723, Regulations for the Territorial Force, regarding the free issue of books, Regulations, Training Manuals, &c., will apply to contingents of both divisions of the Officers Training Corps. In addition to those specified in para. 716, Territorial Force Regulations, the following publications will be issued free, viz. :—

Regulations for the Officers Training Corps.

Instructions for the annual camps.

Regulations for officers of the Special Reserve of Officers and the Special Reserve.

Equipment Regulations, Part 2, Section XVII.

Short Guide to obtaining commissions in the Regular Forces.

Short Guide to obtaining commissions in the Special Reserve of Officers.

Maps.

136. The scale of issue of small-scale maps for training purposes will be as follows :—

	1 inch.	$\frac{1}{2}$ inch.
Per squadron of cavalry	8	16
Per section of artillery		
Per company of engineers	4	8
Per company of infantry		
Per section of a field ambulance		

In addition to the above, an issue of 8 or more 6-inch sheets will be made, for the purpose of working out tactical schemes.

137. These maps should last for two years, at the end of which period new sheets may be demanded from the Director-General of the Ordnance Survey to replace those which are worn out, on Army Form L 1389.

Indents for
stationery.

138. The annual indent for Army Forms and Books will be made on Army Form L 1366, and forwarded to the War Office by October 1st in each year ; Applications for Army Books 201A and

202A (Railway Warrants) and supplementary indents will be made on Army Form L 1350.

XI.—Registration and Correspondence.

Registration of Cadets.

139. In all units of the Officers Training Corps Army Book 214 Record of will be kept by Officers Commanding units, giving the record of service. every cadet for whom the efficiency grant is claimed.

140. When a cadet of either division leaves the contingent Record on in which he is enrolled, Army Form B 2075 (Junior Division) or leaving contingent. B 2076 (Senior Division) will be prepared in duplicate; one copy will be forwarded to the cadet and retained by him, the other will be forwarded to the Secretary, War Office.

141. In the case of a cadet leaving school with the intention of Cadets going to a university which provides a contingent of the Officers Training Corps, a third copy of Army Form B 2075 will be forwarded to the Commanding Officer of that contingent. university.

142. Officers Commanding contingents of the Senior Division Cadets joining from school contingents. will forward to the Secretary, War Office, annually, on 1st November, a return of all cadets serving in the contingents under their command who have previously served in the Junior Division.

The return will show the names of all such cadets, and the contingents in which they have previously served.

Reports, Returns, and Correspondence.

143. Reports and returns will be rendered as shown in the following schedule:—

Return.	Rendered by.	To whom sent.	Due.	Army Form.
<i>Senior Division:—</i>				
Annual claim for grants under paras. 91, 92, and 120.*	Commandant or Military Committee.	Local Auditor	1st November.	N 1550.
Annual claim for camp allowances, and travelling expenses.	Commandant or Military Committee.	Local Auditor	1st November.	E 650 and E 651.
Annual statement of accounts.	Commandant or Military Committee.	Local Auditor and War Office.	Within 2 months after 31st March.	N 1551.
Return of field or heavy guns on charge.	Commandant or Military Committee.	Secretary, War Office.	1st October.	E 522.

* Only claims in respect of cadets in possession of Certificate A on joining a contingent will be made on N 1550. Grants in respect of cadets gaining the certificate while in a contingent will be authorized from the War Office.

REPORTS, RETURNS, AND CORRESPONDENCE (*contd.*).

Return.	Rendered by.	To whom sent.	Due.	Army Form.
<i>Junior Division :—</i>				
Annual claim for grants under paras. 100 to 103.	Commandant	Local Auditor	1st November.	N 1552.
Annual musketry return (miniature range course).	Commandant	G.O. C.-in-C. of Command.*	As soon as possible after 1st November.	E 561.
<i>Both Divisions :—</i>				
Annual musketry return (ball cartridge course).	Commandant	G.O. C.-in-C. of Command.*	As soon as possible after 1st November.	E 569.
Annual return of ammunition on charge.	Commandant	Chief Ordnance Officer of Command.	31st March	G 814A.
Annual return of small arms on charge.	Commandant	Chief Ordnance Officer of Command.	31st March	G 893A.
Return of Officers serving in contingent	Commandant	Local Auditor	1st November	E 582
Annual inspection report.	Inspecting officer.	War Office ...	After inspection.	} B 153B.
Nominal roll of absentees from inspection.	Commandant	Inspecting Officer.	After inspection.	
Inspection parade state.	Commandant	Inspecting Officer.	At inspection.	
Half-yearly return of strength.	Commandant	War Office ...	1st April. 1st October.	E 558 for Senior Division. E 559 for Junior Division
Return of candidates for examination for Certificate A or B.	Commandant	War Office ...	At least 6 weeks prior to date of examination.	E 556 for Certificate A. E 557 for Certificate B.
Results of oral examination.	Officer conducting examination.	War Office, 1 copy. Officer Commanding Contingent, 1 copy.	On completion of examination.	E 647 for Certificate A. E 648 for Certificate B.

* NOTE.—Contingents of the Junior Division situated in the London District and shown under Appendix IV B as under the supervision of the Adjutant of the University of London Contingent, will forward their annual musketry returns through that officer; other contingents situated in the London District will forward their annual return direct to the Secretary, War Office.

144. Officers commanding contingents will correspond direct with Correspondence.

*The Secretary,
War Office,*

except (a) as detailed in these regulations,

(b) on questions dealing with finance, or with arms, equipment, and ordnance stores, in connection with which they will correspond with the Regimental Paymaster, or Chief Ordnance Officer, respectively, within whose area the contingent is situated.

145. The postage of all letters will be prepaid, except of those Postage.
posted in the United Kingdom or the Channel Islands and addressed to the War Office; the Royal Arsenal, Woolwich; the Ordnance Officer, Tower of London; the Royal Army Clothing Department, Grosvenor Road, London; Headquarters, Irish Command; Headquarters, Scottish Command; Army Pay Offices, and Army Audit Office, Dublin; Army Pay Offices and Army Audit Office, Edinburgh.

APPENDIX I.

FORM OF APPLICATION, TO BE FORWARDED BY A UNIVERSITY OR SCHOOL DESIROUS OF PROVIDING A CONTINGENT FOR THE OFFICERS TRAINING CORPS.

To the SECRETARY,
WAR OFFICE, S.W.

I am directed to submit, on the part of the authorities of _____ University (or School) their offer to furnish a contingent of the Officers Training Corps. Should this offer be accepted by the Army Council, the authorities of this University (or School) are prepared to recognize without reserve the Regulations issued for the guidance and control of the Officers Training Corps, and to further to the best of their power the objects with which that corps is formed.

A statement is attached giving particulars of the contingent which this University (or School) is prepared to furnish and maintain. A copy of the form of contract under which the University (or School) authorities propose that cadets shall be held to serve is also forwarded for the approval of the Army Council.

PARTICULARS OF CONTINGENT TO BE FURNISHED.

1. *No. of Units.*—Showing arm of the service to which they belong, present organization, late titles, and present establishment of officers, N.C.Os. and men, and permanent staff.

2. *Officers.*—Names, present rank, record of past services, and qualifications of officers now serving. Names, &c., of gentlemen recommended for commissions in addition to above to complete establishment, if necessary.

3. *Training facilities.*—Details of accommodation, plant, ranges, &c., available.

4. [In the case of Universities:] Military Committee—names of members.

[In the case of Schools:] State whether School is in receipt of an educational grant from any Government Department (Board of Education, Board of Agriculture, &c.), and if so, state how many of the cadets shown under 1 are under and over 16 years of age respectively.

In the case of a University or School not in possession of a uniformed corps, a statement on the above lines should be submitted, showing the nature and estimated strength of the contingent to be raised, and the names and qualifications of gentlemen who are prepared to accept commissions as officers.

APPENDIX II.

ESTABLISHMENT OF OFFICERS, NON-COMMISSIONED OFFICERS, &c., ACCORDING TO STRENGTH OF UNITS.

	Lieutenant-Colonel.	Major.	Captain.	Lieutenant or 2nd Lieutenant.	Quartermaster.	Total officers.	Serjeant-major.	Quartermaster-Serjeant.	Colour-Serjeant.	Serjeants.	Trumpeters, Drummers or Buglers.	Corporals.	Lance-Corporals, Bombardiers, or Acting Bombardiers.	Signallers.	Cyclists.
<i>Cavalry</i> :— Troop (not exceeding 30 cadets)	—	—	1 or 1	1	—	1	—	—	—	1	1	2	2	2	—
Squadron (3 or 4 troops of not less than 20 cadets each)	—	1	1	*2 or 3	—	*4 or 5	1	1	—	*4 or 5	2	*6 or 8	*6 or 8	*6 or 8	—
<i>Field and Heavy Artillery</i> :— Section (not exceeding 60 cadets)	—	—	1	1	—	2	—	—	—	2	1	2	4	2	—
Four-gun battery (for units having a total strength of from 61 to 120 cadets)	—	—	1	3	—	4	1	—	—	4	2	4	8	4	—
Six-gun battery (for units having a total strength exceeding 120 cadets)	—	1	1	3	—	5	1	1	—	6	3	6	12	6	—

ESTABLISHMENT OF OFFICERS, NON-COMMISSIONED OFFICERS, &c.—continued.

	Lieutenant-Colonel.	Major.	Captain.	Lieutenant or 2nd Lieutenants.	Quartermaster.	Total officers.	Serjeant-major.	Quartermaster-Serjeant.	Colour-Serjeant.	Serjeants.	Trumpeters, Drummers or Buglers.	Corporals.	Lance-Corporals, Bombardiers, or Acting Bombardiers.	Signallers.	Oyclists.
<i>Engineers or Infantry:—</i>															
Company with strength of 30 to 50 cadets ...	—	—	1	1	—	2	—	—	1	2	1	2	2	2	2
Company with strength of 51 to 100 cadets ...	—	—	1	2	—	3	—	†1	1	4	2	4	4	4	4
Battalion staff (for units having a total strength exceeding 400 of all ranks) ...	1	1	§1	—	1	¶4	1	1	—	2	—	—	—	—	—
<i>Section, Army Service Corps:—</i>															
(30 to 50 cadets) ...	—	—	—	1	—	—	1	—	—	2	1	3	—	—	—
<i>Section of Field Ambulance:—</i>															
(30 to 90 cadets) ...	—	1	1	1	—	3	—	—	—	**4	1	3	3	2	—
<i>Unit, Army Veterinary Corps:—</i>															
Not exceeding 100 cadets ...	—	1	—	4	—	—	1	—	—	4	1	4	—	—	—

* According to number of troops in the squadron.

† A corps with a total strength of between 200 and 400 will be allowed a major or captain as commanding officer, in addition to the company establishment.

‡ Senior Division only.

§ Adjutant (may be a lieutenant). ¶ 1 for duties of orderly-room clerk, 1 for signalling.

** One of the officers on the establishment may be appointed Musketry Instructor, but no extra officer will be allowed.

*** One of these may be a staff-serjeant.

APPENDIX III.

EXAMINATION FOR CERTIFICATES A AND B.

"The officer is the leader and instructor of his men. He must always remember that to maintain discipline he must possess the confidence of the men in his professional ability. . . . But since, in war, he may be called upon to assume responsibilities beyond those of his rank, he must prepare himself by a sound system of training in times of peace to acquire the habit of quickly and correctly appreciating a situation, of arriving rapidly at a decision, of translating that decision into suitable orders, and of ensuring the rapid and well-reasoned execution of those orders in the field."

(Training and Manœuvre Regulations, 1909, Sect. 2.)

CERTIFICATE A.

The examination will be partly written and partly oral.
For instructions as to conduct of examinations see pp. 51—53.

Standard.

The standard required is that of the commander of a section in an infantry company, or of the equivalent unit (troop or section) in the other arms.

Such units cannot be considered apart from larger ones.

The larger units are made up of a combination of smaller ones, and intelligent co-operation depends on whether the leaders of the smaller understand the working of the larger.

E.g., the commander of a section of infantry must have—

A clear idea of what is required of a section from the point of view of the commander of a company, and understand the interior working of a section.

In addition, he must know what is required of the soldier as an individual, and as one of a combination.

Further, he should have a general knowledge of the working of a battalion, some idea of what the other arms are, what they do and how they do it.

PART I.—WRITTEN EXAMINATION.

In the written examination there will be one paper common to all arms and one for each arm.

Engineers will, in addition, be given a third paper.

The questions set are based on incidents which have occurred, or are likely to occur, in war. The system followed is to take a large force, to consider its action as a whole, and then to work down step by step until the sphere of action supposed to be that of the candidate is reached. A wide choice of possible situations is thus presented, and from these one is chosen. This is considered from various points of view, the factors which would affect the candidate are gone into, and the question framed accordingly.

In the report on the examination each question is discussed, and the influences which have a bearing on the solution are dealt with in broad outline, those more directly affecting the candidate being examined in detail. Every candidate should study the report.

1st Paper. All branches (except veterinary)—200 marks—2 hours. 1st day.

The object of this paper is to test whether candidates of each arm of the service have such a knowledge of the action of the other arms as would be necessary for the efficient performance of their work as troop or section commanders in the field. A separate paper will be set for candidates of medical contingents.

Candidates are recommended to study Field Service Regulations, Part I, Operations (medical candidates, Field Service Regulations, Part II, Chapter X, in addition):—

Chapters I—VII and IX.

Chapter I.—Very generally.

A cadet belonging to a unit of one branch of the service should know so much about the other branches as will be of direct use to him as a section commander in his own.

For instance an infantry cadet should know how a cavalry soldier is armed and what the small bodies (troops, &c.), which may possibly be met with by an infantry patrol, do.

He should be aware of how artillery fire is directed, so that his formations may be modified accordingly. Similarly, a cavalry cadet should know something of infantry formations and action, and so on.

Chapter II.—Preparation and despatch of such messages as a company commander might send or receive.

Operation, standing, and routine orders as they affect a company, &c.

Chapter III, omitting Sections 22—23, 34—44.

Chapter IV.—As it affects a section commander.

For example, Section 51. Allotment of Billets.

A section commander may be certain that he will not have to select billets himself; that will be done by higher authority, his battalion being allotted a specified quarter in which his company will be disposed by the battalion authorities.

He may expect to find his company in the houses on both sides of a street, or perhaps all in a big barn, and the men of his section distributed among five or six householders, and so on.

Chapter V.

Chapter VI.—90. Disposal of inhabitants and of the information they give.

Chapter VII.

Chapter IX.—129, 132, 133, 138.

In addition, candidates of each branch should study the syllabus laid down for their own arm in the 2nd Papers.

CAVALRY.

2nd Paper.—200 marks—2 hours. 1st day.

The object of this paper is to test whether cadets have a good working knowledge of the duties of a troop leader in the field and whether they can apply such knowledge to simple situations.

Cavalry Training, 1907. Chapters VI and VII, and the syllabus laid down for the oral examination.

When the new Training Manual is issued the syllabus will read—

Cavalry Training, 1912, Part II, War, and the syllabus laid down for the oral examination.

ARTILLERY.

2nd Paper.—200 marks—2 hours. 1st day.

The object of this paper is to test whether cadets have a good working knowledge of the duties of a section commander in the field.

The syllabus should be studied with this standard in mind.

Field Artillery Training, 1908.

Chapter II.

Chapter III, omitting Sections 14, 15, 16, 19.

Chapter IV.

Chapter V. General knowledge of battery drill, formations, and signals.

Chapter VI, omitting Sections 40 (ii), and 55.

Chapter VII, omitting Sections 72, 73, 74, 75, 78, 79.

Chapter VIII, omitting Sections 87, 89, 90.

Chapter IX, Sections 92, 95, 96, only.

and the syllabus laid down for the oral examination.

ENGINEERS (*Fortress Units*).

2nd Paper.—200 marks—2 hours. 1st day.

As for infantry.

3rd Paper.—200 marks—2 hours. 2nd day.

Manual of Field Engineering, 1911, Chapters I-X, XII, and XIV.

INFANTRY.

2nd Paper.—200 marks—2 hours. 1st day.

The object of this paper is to test whether candidates have a good working knowledge of the duties of a section commander in the field, and whether they can apply this knowledge to simple situations.

Candidates are recommended to read—

Infantry Training, 1911.

Definitions.

Part III.—1. Section Drill, Sections 82—92.

2. Company Drill, Sections 93—99.

Part IV.—Sections 120—154,

and the syllabus laid down for the oral examination.

MEDICAL.

2nd Paper.—200 marks—2 hours. 1st day.

R.A.M.C. Training, 1911, Parts I-III.

Manual of sanitation in its application to military life, Chapters IV, V, VI.

Gunshot wounds, field dressings, improvisation of material for dressings, surgical appliances, extemporized means of sterilization of dressings, etc.

Field cookery, tent pitching.

Prevention of disease.

VETERINARY.

1st Paper.—200 marks—2 hours. 1st day.

War Establishments. King's Regulations. Regulations for Army Veterinary Services. Animal Management.

The organization of a division and its working in the field in so far as it concerns veterinary officers attached to units.

This will include a knowledge of veterinary work as carried on by the administrative veterinary officer of a division in conjunction with the veterinary officers attached to units.

As regards the units to which veterinary officers are attached, cadets will be required to have such a knowledge as would be necessary to a veterinary officer:—

(a) Of their organization.

(b) Of their administration and working in quarters, on the march, and in action.

(c) Of the veterinary equipment and stores in their charge.

(d) Of the personnel at the disposal of veterinary officers.

2nd Paper.—200 marks—2 hours. 1st day.

Animal management with special reference to the treatment and disposal of animals with a division in the field, including diseases and injuries incidental to field service, contagious and infectious diseases, with the measures to be adopted for their prevention and eradication, and army shoeing.

PART II.—ORAL EXAMINATION.

This examination is the complement of the written one, and is concerned with the practical details of the work of a section commander, &c.

In each sub-head the minimum required to pass will be .5; but in (b) and (c) candidates will be passed on the aggregate of marks obtained in these two sub-heads combined.

CAVALRY.

(a) 100 marks.

Cavalry Training, 1907.

Chapter III, omitting Sections 68—70, 72—78, 83—85

Chapter IV.

When the new Training Manual is issued the syllabus will be:—

Cavalry Training, 1912, Part I.

(b) and (c).

(b) 150 marks.

Tactical handling of a troop of at least 12 men.

That part of sub-head (c), Chapters III and IV, which relates to fire direction, control, &c., will be dealt with under this sub-head. The examination will be conducted on the same lines as that for infantry (*see* below).

(c) 50 marks.

Musketry Regulations, Part I, 1909.

Chapter II, so far as it applies to the rifle, short, M.L.E., Mark I.

Chapter III, omitting Sections 17, 23, 24, 29, 32, 33, 34.

Chapter IV, omitting Sections 45, 54, 56, 62, 63, 64.

Chapter V, omitting Sections 70, 71.

ARTILLERY.

(a) 100 marks.

Squad drill (25 marks).

Standing gun drill (75 marks).

(b) and (c).

(b) 150 marks.

Command of section at gun drill and during ranging.

(c) 50 marks.

Mechanism and ammunition.

ENGINEERS (*Fortress*).

(a) 100 marks.

Squad and company drill.

The candidate should be able to move a company in close order, and to correct any errors made by the commanders of sections.

He should be able to act as a section commander.

In squad drill he should be able to detect the mistakes of individuals, but should not be required to give detailed instruction.

(b) and (c).

(b) 150 marks } as for infantry.

(c) 50 marks }

(d) 100 marks.

Manual of Field Engineering, Chapters I-IX, XII, and XIV.

INFANTRY.

(a) 100 marks.

Squad and company drill.

The candidate should be able to move a company in close order and to correct any errors made by the commanders of sections.

He should be able to act as a section commander.

In squad drill he should be able to detect the mistakes of individuals, but should not be required to give detailed instruction.

(b) and (c).

(b) 150 marks.

The tactical handling of a section of 25 men.

The candidate should be able to command a section as part of a company in attack and defence, and should have some idea of the mutual support which the fire of one section can afford to another.

The examiner will describe a situation involving the action of a company in attack or defence. He will indicate the relative positions of sections and will then require the candidate to direct a section as part of that company.

Note.—It is to be borne in mind that advanced guard attack and that outposts defend, and candidates should be prepared for situations involving the action of companies engaged in either of these duties.

If a candidate is required to defend, a position will be pointed out to him, he will be told to occupy it and will then be given a succession of situations with which to deal.

Similarly, if required to attack he will be shown the objective, given the disposition of his men and of the rest of the imaginary company and then given a succession of situations.

That part of sub-head (c), Chapters III and IV, which relates to fire direction, control, &c., will be dealt with under this sub-head.

(c) 50 marks.

Musketry Regulations, Part I, 1909.

Chapter II, so far as it applies to the rifle, short, M.L.E.

Chapter III, omitting Sections 17, 23, 24, 29, 32, 33, 34, 35.

Chapter IV, omitting Sections 45, 54, 56, 62, 63, 64.

Chapter V, omitting Sections 70, 71.

A cadet is expected to be familiar with the rifle as a weapon, not as a piece of complicated mechanism. He should be able to use it, and should be aware of the limitations to its effective use.

A detailed knowledge of the mechanism is not required; questions as to the length of bore, number of grooves, &c., will not be asked.

MEDICAL.

(a) 100 marks.

Squad and company drill (as for infantry).

(b) and (c).

(b) 150 marks.

Bandages and bandaging, application of improvised eplints and tourniquets. R.A.M.C. Training, 1911, Part I.

(c) 50 marks.

Stretcher and ambulance drill, R.A.M.C. Training, 1911, Part III.

VETERINARY.

(a) 100 marks.

Troop and equadron drill (dismounted).

Candidates should be able to take their place in the ranks and act as section commanders. They will not be required to drill a equadron.

(b) 150 marks.

Map reading.

Candidates will be required to locate themselves, to identify localities—in fact, to use a map.

CERTIFICATE B.

The standard at which a candidate is expected to aim is that which would be required of a 2nd lieutenant joining a special reserve or reserve unit of his own branch of the service on the outbreak of war, and liable to pass from it to a regular unit in the field.

The examination, partly written and partly oral, will be divided into two parts. For instructions as to conduct of examinations, see pp. 51—53.

PART I.—WRITTEN EXAMINATION.

The papers will be—

Common to all branches	...	...	...	...	1 paper	2nd
Common to cavalry, artillery, engineers, and infantry	...	...	...	...	1 paper	1st
Special for cavalry	...	...	...	...	1 paper	3rd
Special for artillery	...	...	...	...	2 papers	3rd and 4th
Special for engineers	...	...	...	...	2 papers	3rd and 4th
Special for medical	...	...	...	...	2 papers	1st and 3rd
Special for veterinary	...	...	...	...	2 papers	1st and 3rd

COMMON TO ALL BRANCHES.

2nd Paper.—Military Law—100 marks—2 hours. 1st day.

(Manual of Military Law and King's Regulations allowed for use at this examination. Latest editions, not amendments.)

This paper will deal with such questions as might have to be decided by a 2nd lieutenant of a special reserve or reserve unit. A candidate will not, for instance, be required to decide points which he would in the ordinary course refer to higher authority, but he will be required to say what that higher authority is and where his own responsibility begins and ends.

The situations on which questions will be based are those which may arise:—

1. In the United Kingdom, after the calling up of the reserves.
2. *En route* to an overseas base.
3. In the theatre of operations with a regular unit.

COMMON TO CAVALRY, ARTILLERY, ENGINEERS, AND INFANTRY.

1st Paper.—Tactics—200 marks—3 hours. 1st day.

A simple problem involving a knowledge of the tactics of all arms, of field engineering, and of map reading as they affect a 2nd lieutenant in the field.

Field Service Regulations.—As for Certificate A.

Training Manual of the candidate's own branch of the service.—As for Certificate A.

Manual of Field Engineering, 1911.—Chapters I—VII and XII.

Manual of Map Reading and Field Sketching.—Chapters I—VI and Appendices II and III.

SPECIAL FOR CAVALRY, ARTILLERY, ENGINEERS, AND INFANTRY.

3rd Paper.—Organization and Administration—100 marks—2 hours. 2nd day.

(War Establishments and Field Service Manual of various Arms, supplemented by lectures of instructor.)

A cadet studying the subject is recommended to proceed as follows* :—

He should imagine himself to be in the place of a young officer who has joined a unit of the Special Reserve or a *depôt* on the outbreak of a war.

He should know the machinery by which the work of supplying drafts to the field army is co-ordinated, in so far as the working of that machinery affects his unit.

He should understand the object of that unit, and he thoroughly conversant with the method by which it supplies drafts to the field army.

He should be conversant with the methods by which drafts are prepared, despatched, received at the ports of embarkation and at the base, and how they are sent forward to field units.

He should be able to follow them in their progress to the field army.

He should be acquainted with the organization of the field army, in so far as a knowledge of it is required for the carrying out of the ordinary duties of a junior officer with his own unit in the field. As regards that unit (squadron, battery, company, or field ambulance), he should consider it from the point of view of active service, and should understand the practical utility of the organization, the functions of the personnel, and the object of the material for war.

* Candidates belonging to branches of the service which either have no Special Reserve or in which the Special Reserve is not organized in units should read the above with the necessary modifications.

ARTILLERY.

4th Paper.—200 marks—2 hours. 2nd day.

Principles of employment of artillery in the field. Use of gun Horse-mastership.

Books:—Field Artillery Training, 1908. Handbook of Gun. Animal Management.

ENGINEERS.

4th Paper.—200 marks—2 hours. 2nd day.

Manual of Field Engineering, 1911.

Instruction in Military Engineering:—Part II.—Attack and Defence of Fortresses. Part IV.—Mining and Demolitions.

MEDICAL.

1st Paper.—200 marks—2 hours. 1st day.

Such a knowledge of the tactics and procedure of all arms, as is necessary to a medical officer attached to a unit in the field.

This will include the position of a medical officer on the march, the material and personnel at his disposal, his relations with the officer commanding the battalion, with the A.M.O. of a division, and with the medical officers of field ambulances, or with those attached to other units with which his own may be acting.

Field Service Regulations, Parts I and II, as far as they apply to the above.

3rd Paper.—100 marks—2 hours. 2nd day.

As for other arms. The candidate will be required to have some knowledge of the organization of a general, clearing, and stationary hospital, of a field ambulance, and of his duties as a junior officer in any one of them during war.

Field Service Regulations, Part II, especially Chapter X.

VETERINARY.

1st Paper.—200 marks—2 hours. 1st day.

War Establishments.

1. Such a knowledge of the organization of the lines of communication of an army as will enable an officer with a field veterinary hospital to understand the place of that unit in the organization.

This will include a knowledge:—

- (a) Of where a field veterinary hospital is likely to be located, and why.
- (b) Of its connection with other administrative services and departments.
- (c) Of the probable distribution of the personnel.
- (d) Of the disposal of inefficient animals.

2. The interior economy of a field veterinary hospital.

2nd Paper.—100 marks—2 hours. 1st day.

Military Law. As for other branches.

3rd Paper.—100 marks—2 hours. 2nd day.

Animal management.

Contagious and infectious diseases, and the methods of dealing with them, with special reference to the lines of communication.

PART II.—ORAL EXAMINATIONS (CERTIFICATE B).

CAVALRY.

(a) 100 marks.

The direction of a squadron when forming part of a regiment. A similar amount of knowledge to that required of an infantry cadet, *see* Oral Syllabus, Infantry.

Squadron drill.

Dismounted drill, direction of fire.

Movements in extended order, as for infantry.

The general method of telling off a squadron employed on reconnaissance, advanced guard, or in attack or defence.

(b) 100 marks.

A simple tactical problem set on the ground similar to that in the written paper, with special reference to the work of a second lieutenant of cavalry.

ARTILLERY.

(a) 100 marks.

Candidates will be tested on parade with a battery in the following :—

(a) Battery manoeuvre, i.e., putting the battery through the ordinary movements laid down in Chapter V, Field Artillery Training.

(b) Battery leading.

(c) Selection of a position, either in the open or under cover.

(d) Ranging a battery.

(e) Laying out lines of fire, both as B.C. and B.L.

A few simple questions will be asked as to :—

(a) Method of ammunition supply.

(b) Replacement of casualties.

(c) Conduct of a retirement.

(d) Entrenching guns.

(e) Reporting on an artillery position for occupation either by day or night.

(b) 100 marks.

A simple tactical problem set on the ground similar to that in the written paper, with special reference to the work of a second lieutenant of artillery.

ENGINEERS.

(a) 100 marks. As for Infantry.

(b) 100 marks. As for Infantry.

INFANTRY.

(a) 100 marks.

Company in battalion.

The candidate should know what the close order formations of a battalion are, and how to command a company as part of a battalion. For examination purposes it will be sufficient if the formation of an imaginary battalion be described, and the candidate be required to move a company with reference to this; he should, in fact, be able to move a company on points and know why the points are there.

Company drill.

Squad drill, having been done for Certificate A, is not required for examination purposes.

Direction of the fire of a company working with other imaginary ones.

Skirmishing. Signals and direction of a section over ground subjected to fire from various ranges and directions

The general method of telling off a company on advanced guard, outposts, and in attack or defence, not the posting of a company on a particular piece of ground.

For example, on outposts the examiner might say: These 25 men are a picquet which has to find 1 sentry over arms, 2 double sentries, 1 patrol of 3 men. Tell it off.

(b) 100 marks.

A simple tactical problem set on the ground similar to that set in the first paper, limited to the probable action of a second lieutenant in command, not of an isolated company, but of a company forming part of a battalion.

MEDICAL.

(a) 100 marks.

The work of a medical officer attached to an infantry unit in the field. This will include such a knowledge of the direction and action of a battalion in the field as is necessary for the intelligent carrying out of medical duties in connection therewith.

(b) 100 marks.

As for (a) with special reference to sanitation and other duties in camp and on the line of march.

(c) 100 marks. Map reading.

The candidate should be able to identify localities, to set a map and be able to judge of the probable nature of a locality. In drafting orders and instructions he should be able to refer to the map in the ordinary way.

1.— CONDITIONS OF QUALIFICATION.

Certificate.	Qualifying minimum.	Remarks.
Certificate A— Part I (written)— 1st and 2nd papers	·5 in the aggregate of marks allotted to the 1st and 2nd papers and at least ·4 in each paper	Marks below ·4 in either paper will not count towards aggregate. On re-examination in either paper the qualifying minimum will be ·5.
3rd papers ...	·5 of the marks allotted.	
Part II (oral)— Sub-head (a) ...	·5.	For purposes of re-examination, sub-heads (b) and (c) will be considered as one sub-head.
Sub-heads (b) and (c)	·5 in the aggregate of marks allotted.	
Sub-head (d) ...	·5.	
Certificate B ...	·5 in each paper and sub-head.	

2. Subject to the above conditions a candidate who fails in more than one paper or sub-head of Certificate A or B must undergo re-examination in all the papers or in all the sub-heads

3. A candidate who fails in only one paper or sub-head of Part I or Part II, will be required, at a subsequent examination, to qualify only in the paper or subject in which he failed. In all cases of re-examination 5 will be the qualifying minimum.

For purposes of re-examination, papers and sub-heads under Column iii will be considered separately to those under Column ii (below).

i.	ii.	iii.	
Certificate A ...	1st and 2nd papers... Sub-heads (a) and (b) and (c)	3rd papers— Engineers. Artillery. Sub-head (d).	Sub-heads (b) and (c) are considered as one sub-head.
Certificate B ...	1st, 2nd, and 3rd papers Sub-heads (a), (b).	4th papers— Engineers. Artillery.	

4. A candidate who presents himself for examination in either Part I or Part II of Certificate A or B, and fails to attend the examination on any paper or sub-head will be deemed to have failed in that paper or sub-head.

INSTRUCTIONS FOR CARRYING OUT THE EXAMINATIONS.

WRITTEN EXAMINATIONS.

5. Examinations for Certificates A and B will be held twice yearly, as a rule in the months of March and November. The military committees of universities and head masters of schools will be responsible for conducting the examinations and for the appointment of superintending officers. The papers will be set and corrected by officers deputed by the Chief of the Imperial General Staff.

6. Army Forms E 556 and 557, giving the names of candidates desirous of entering for the examination, who are eligible under the conditions laid down in paras. 67—73, should reach the War Office not later than six weeks before the day fixed for examination.

Contingents which have no candidates should submit "nil" returns.

The lists of candidates of all contingents having been received they are arranged in order of contingents alphabetically and index numbers are allotted.

Note.—Until all returns have been received index numbers cannot be allotted, it is important therefore that returns should be submitted as directed.

In order to provide for cadets whose names are not included in the above lists, a few spare index numbers are allotted to each contingent. These are entered in column 1 of Army Forms E 556 or E 557, and the superintending officers may allot them to candidates on the day of examination, subject to the condition that such candidates are eligible to attend.

If all names submitted are subsequently withdrawn the fact should be notified to the War Office.

7. Some days previous to the date fixed for the examination the following documents, &c., will be forwarded to officers commanding contingents:—

Army Forms E 556 or E 557	...	Completed with index numbers as above.
Forms M.T./454 or 470	...	Regulations for the guidance of candidates (includes time-table).
Forms M.T./455 or 471	...	Memorandum for the guidance of the officer or other person superintending the examination.
Forms M.T./456 or 472 (Attendance list).		These lists are to be completed in accordance with the instructions printed thereon.
Large envelopes	...	In these the superintending officer will place the work of candidates for immediate despatch.
Official envelopes	...	For certificates, &c., required by memorandum. Forms M.T./471.
Sealed packets containing the examination papers.		To be opened in the presence of candidates at the time fixed for the examination.
Army Books 4	...	To the number required, having in view those in hand, as stated on Army Forms E 556 and E 557.

On receipt of the above, which (except Army Books 4) are sent under one cover, officers commanding contingents will proceed as directed in Forms M.T. 455 or 471.

ORAL EXAMINATIONS.

8. The following instructions apply to the oral portion of the examination, which will be carried out during the months of March and November in each year:—

Senior Division.

- (a) In all cases a board will assemble at the university concerned, or other convenient place; it will consist of two regular officers, who will be granted 10s. a day additional pay; and in addition, *ex officio*, the adjutant of the contingent.
- (b) The officers attached under para. 48 of these regulations at the various universities should, whenever possible, be employed as members of the Board, in which case they would not draw the 10s. additional pay, mentioned in the preceding paragraph.
- (c) Commanding officers of contingents should apply direct to the brigadier-general or colonel of the general staff of their command, for the officers of the board, and for the men required as drill parties. They should mention the number of cadets to be examined.

Drill parties should not exceed 50 in number. Subject to this limitation, however, the actual strength is left to the discretion of the General Officer Commanding-in-Chief of the command concerned.

- (d) Care must be taken that application is only made when there are sufficient candidates to be examined. This is particularly important at places to which troops have to be brought from a distance. In the case of infantry, it is considered that the maximum number that can be examined in one day by one board is 20. Troops should not, as a rule, be asked for unless there are ten cadets to be examined.

When making this application as long notice as possible should be given to the staff of the Command.

- (e) Where the number of candidates to be examined is very small, application may be made to the War Office with a view to holding the examination in camp. The numbers to be examined in camp will be kept as low as possible.

Junior Division.

- (f) The Oral Examination for the Junior Division will be carried out by a regular officer, assisted by the officers of the contingent; the former will draw 10s. a day extra duty pay.
- (g) Commanding officers of contingents should apply direct to the brigadier-general or colonel of the general staff of their Command for the services of the regular officer referred to at (f).

This application should mention the dates and place which are most convenient for the contingent, and the number of cadets to be examined.

As long notice as possible should be given.

In order that candidates attending the ensuing examinations for Woolwich and Sandhurst may obtain the benefit of the 200 added marks, the result of the oral part must reach the War Office by 31st March or 30th November respectively.

- (h) The contingent should provide the necessary drill parties for the examination; the attendance of cadets for this purpose will count as drille in the case of cadets not under examination.
- (i) The tactical (b) part of the examination should be carried out in the open, and if possible, on broken ground.
- (k) In the case of contingents where the number of cadets for examination during the year is large, the following procedure will be allowed as an alternative to the above, leave being obtained from the War Office in each case :—

The visiting officer (see Appendix IV of these Regulations) may conduct oral examinations during his visits.

This officer will draw extra duty pay as follows :—

For five or less cadets examined	...	5s. a day.
For more than five		10s. a day.

NOTE.—General Staff Officers on consolidated pay are not eligible to draw the extra duty pay, neither can it be drawn concurrently with additional pay by an adjutant of a contingent of the Senior Division.

Oral examinations under this regulation (k) held between December 1st and March 31st will count as part of the March examination, those held between April 1st and November 30th as part of the November examination.

A cadet who fails at any such examination may not be re-examined in the same period.

The names of the cadets, in alphabetical order, and the marks allotted will be recorded on Army Form E 647 for Certificate A, and E 648 for Certificate B, which will be prepared in duplicate; one copy will be handed to the officer commanding the contingent, and the other copy forwarded to the War Office on the day following the examination.

APPENDIX IV.

LIST OF CONTINGENTS OF JUNIOR DIVISION, SHOWING ALLOTMENT TO DEPÔTS, &C., FOR ASSISTANCE IN TRAINING.

A.—Contingents to be visited by Officers from Regimental Depôts.

Depôt.	Contingent.	Depôt.	Contingent.
EASTERN COMMAND.		EASTERN COMMAND— <i>contd.</i>	
Guildford	Epsom College. Reigate Grammar School. Royal Grammar School, Guildford. Charterhouse School. Granleigh School. Christ's Hospital.	Chichester	Brighton College. Hurstpierpoint College. Lancing College. Eastbourne College. Ardingly College.
Canterbury	King's School, Canterbury. St. Edmund's School. Dover College. St. Lawrence College. Sir Roger Manwood's School.	Warley ...	Chigwell School. Felsted School. Forest School.
Norwich...	Gresham's School, Holt,	Northampton	Wellingboro' Grammar School. Oundle School.
Bury St. Edmunds	King Edward's Grammar School, Bury St. Edmunds. Woodbridge School. Ipswich School. Framlingham College.	Maidstone	Cranbrook School. Maidstone Grammar School. Skinnners' School. Tonbridge School. King's School, Rochester.
Bedford ...	Elstow School. Bedford Grammar School. Bedford Modern School. Aldenham School, Elstree. St. Albans School. Berkhamsted School.	Mill Hill...	Harrow School. Mill Hill School.
Kingston	King's College School, Wimbledon. Whitgift Grammar School.	Hertford...	Haileybury College. Hertford Grammar School.
		LONDON DISTRICT.	
		Eton College.*	
		CHANNEL ISLANDS.	
		Guernsey and Alderney District.†	Elizabeth College, Guernsey.

* An Officer to be detailed from the battalion of Foot Guards at Windsor.

† An Officer to be detailed by the General Officer Commanding the District.

APPENDIX IV—*continued.*

Depôt.	Contingent.	Depôt.	Contingent.
CHANNEL ISLANDS— <i>contd.</i>		SCOTTISH COMMAND— <i>contd.</i>	
Jersey District*	Victoria College, Jersey.	Glencorse	Loretto School. Edinburgh Academy.† Fettes College.† Merchiston Castle School.† George Watson's Boys' College.† Kirkcaldy High School.† George Heriot's School.†
NORTHERN COMMAND.		SOUTHERN COMMAND.	
Beverley ..	Hymers' College. Bridlington Grammar School	Warwick	King's School, Warwick. Rugby School.
Derby	Denstone College. Derby School. Repton School. Trent College.	Exeter ...	Blundell's School. Buckland School. All Hallows School. Exeter School.
Pontefract	King Edward VII's School, Sheffield. Worksop College.	Taunton ...	King's College, Taunton. West Somerset County School.
Lincoln ...	Grimsby Municipal College. Louth School. King's School, Grant-ham.	Bristol ...	Clifton College. Bristol Grammar School. King Edward's School, Bath. Monkton Combe School. Downside School.
Leicester..	Oakham School. Uppingham School.	Worcester	Malvern College. Cheltenham College. Dean Closs School. King's Cathedral School. Bromsgroves School. Royal Grammar School, Worcester.
Lichfield ..	Newcastle-under-Lyme High School. Wolverhampton Grammar School.	Winches-ter	Portsmouth Grammar School. Churcher's College.
Halifax ...	Giggleswick School.	Rifle Depôt	Bournemouth School. Winchester College.
York ...	Ampleforth College.		
SCOTTISH COMMAND.			
Ayr ...	Ardrossan Academy.†		
Perth ...	Glenalmond Collège.† Morrison's Academy.		
Stirling ...	Dollar Institution.†		

* An Officer to be detailed by the General Officer Commanding the District.

† Also visited by Adjutant, Glasgow University Contingent.

‡ Also visited by Adjutant, Edinburgh University Contingent.

APPENDIX IV—*continued.*

Depôt.	Contingent.	Depôt.	Contingent.
SOUTHERN COMMAND— <i>contd.</i>		WESTERN COMMAND.	
Dorchester	Sherborne School. King's School, Bruton. Dorchester Grammar School.	Warrington	Liverpool College. Liverpool Institute.
Reading ...	Wellington College, Berks. Bradfield College. Reading School. Beaumont College. Imperial Service College.	Bury ...	Bury Grammar School.
Devizes ...	Marlborough College.	Wrexham	Ellesmere College.
Bodmin ...	Kelly College. Plymouth College.	Preston ...	Rossall School. Stonyhurst College. King William's College (Isle of Man).
		Shrewsbury	Shrewsbury School Wellington College, Wellington, Salop.
		Lancaster	Sedbergh School.
		Brecon ...	Hereford Cathedral School.

B.—Contingents to be visited by Adjutants of University Contingents.

University Contingents.	School Contingents.
Belfast	Campbell College.
Birmingham, Bristol, and Royal Agricultural College	Handsworth Grammar School. King Edward's School, Birmingham. Solihull Grammar School. Queen Mary's Grammar School, Walsall.
Cambridge	Leys School. Perse School. Cambridge and County School.
Durham	North-Eastern County School. Royal Grammar School, Newcastle-on-Tyne.
Edinburgh and St. Andrews	Edinburgh Academy.* Fettes College.* Merchiston Castle School.* George Watson's Boys' College.* Kirkcaldy High School.* George Heriot's School.*

* Also visited by officers from Depôt at Glencorse,

APPENDIX IV—*continued.*

University Contingents.	School Contingents.
Glasgow	Glasgow Academy. Glasgow High School. Hillhead High School. Kelvinside Academy. Ardrossan Academy.*
Oxford	St. Edward's School. Radley College. Bloxham School. King Alfred's School. Royal Grammar School, High Wycombe.
London	City of London School. Merchant Taylors' School. Westminster School. University College School. St. Paul's School.
Manchester, Leeds, and Nottingham...	Manchester Grammar School. Leeds Grammar School. Nottingham High School
Dublin University	St. Andrew's College. St. Columba's College.

* Also visited by officers from Depot at Ayr.

C.—Contingents to be visited by an officer of the General Staff at Headquarters.

Dartford Grammar School.
Dulwich College.
Emanuel School.
Highgate School.
St. Dunstan's College.
Sidcup Hall School.
Wilson's School.

D.—Contingents to be visited by Adjutants of Territorial Force units.

St. Bees School. By Adjutant 5th Battalion, Border Regiment.

